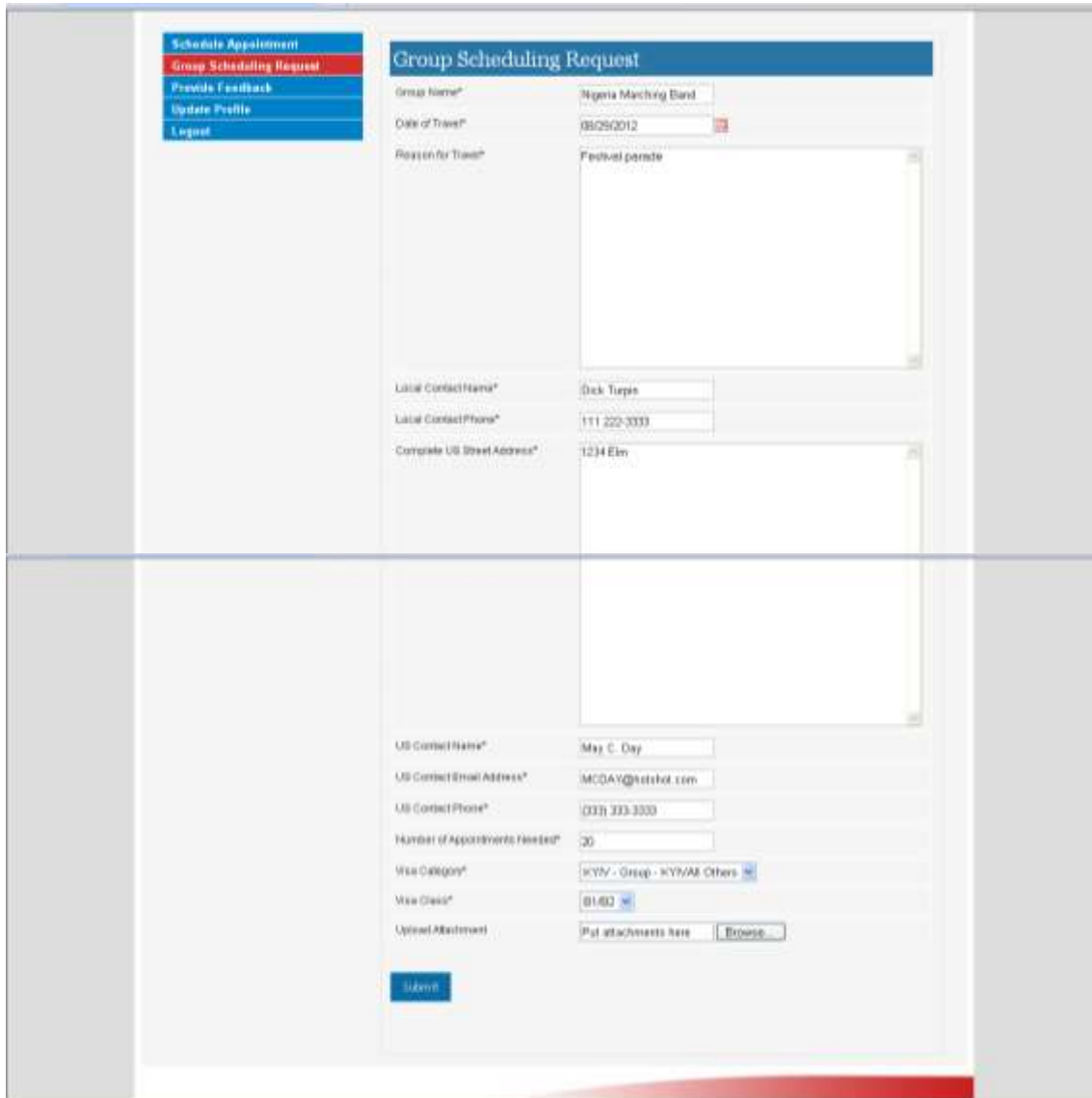


Scheduling a Group Appointment

Before requesting a group appointment, every member must complete the online form [DS-160](#) and pay the [MRV fee](#) for the visa category that the group will be applying for.

The [group coordinator \(GC\)](#) uses his or her regular log-in to enter the [online appointment system](#).

The GC then chooses the **Group Scheduling request** which will go to this page containing a questionnaire:



The screenshot shows a web form titled "Group Scheduling Request". On the left is a navigation menu with links: "Schedule Appointment", "Group Scheduling Request" (highlighted in red), "Provide Feedback", "Update Profile", and "Logout". The main form area contains the following fields:

- Group Name***: Nigeria Marching Band
- Date of Travel***: 08/25/2012
- Reason for Travel***: Festival parade
- Local Contact Name***: Dick Turpin
- Local Contact Phone***: 111 222-3333
- Complete US Street Address***: 1234 Elm
- US Contact Name***: May C. Day
- US Contact Email Address***: MCDAY@tchot.com
- US Contact Phone***: 033 333-3333
- Number of Appointments Needed***: 20
- Visa Category***: NIV - Group - NIV/AF Others
- Visa Class***: B1/B2
- Upload Attachment**: Put attachments here (Browse...)

A blue "Submit" button is located at the bottom left of the form.

Please note that the group coordinator can submit a supporting document (or documents in a single pdf file) at the bottom of the page.

After completing the questionnaire the GC clicks on “**Submit**” which will automatically forward the request to the approval queue at the post where the group will be applying. The following screen will be displayed.



Once the group appointment request is approved the GC will receive an email to that effect along with instructions to log back into [online appointment system](#). The email will read:

"Force.com Sandbox

Dear Steve Coffman,

Thank you for contacting the U.S. Embassy/Consulate. Your Group appointment request is approved and is valid until 1/26/2012.

To book your appointment, go to the U.S. visa services website at www.ustraveldocs.com, choose your country and then click the green "APPLY NOW" button on the right side of the page. The online instructions will guide you through your application. Please note that the website will not allow you to schedule an Group appointment if you have not already paid your MRV fee. Be sure to have your paid receipt number available when scheduling.

Please find the description for Approval :

Thank you,
The U.S. Embassy/Consulate

***Important: Please do not reply to this email. This mailbox is not set up to receive email."

Returning to [online appointment system](#) and selecting **schedule group appointment** you will get:



Select **"Continue"**

You will be directed to this page.



Select “**Add Dependent**” and this pop-up will appear:

APPLY FOR A U.S. VISA in Ghana

Home

Add New Applicant

All form fields are required.

New Dependent

DS-160 Confirmation #

First Name Last Name Gender Date of Birth

Country of Birth Nationality

Passport Number Passport Expiration Date Passport Issuance Place Passport Expiration Date

Save Cancel

Complete *every field* on this pop-up, save, and so forth for each additional group member.

Once done hit “**Continue**” and it will show you the details of the group members.

APPLY FOR A U.S. VISA in Ghana

Home

Schedule Appointment

Schedule Group Appointment

Group Scheduling Request

Group Request History

Provide Feedback

Update Profile

Logout

View Type Pool Visa Category Visa Class Dependents

Step 2: Please click "Add Dependent" if you would like to schedule an appointment for yourself and any of your relatives.

☐ Include yourself in the group appointment.

Dilegnu, Jaa (M) (DOB: 12-12-1986 - Ghana)
DS-160 Confirmation # A12345678
Nationality: Ghana Passport Number: A1234567
Primary Phone #: Alternate Phone #: Email:

Dilegnu, Josephine (M) (DOB: 11-11-1977 - Ghana)
DS-160 Confirmation # A12345678
Nationality: Ghana Passport Number: A1234567
Primary Phone #: Alternate Phone #: Email:

Add Dependent

Continue

This will take you to the fee page where you will enter the MRV Fee Receipt number for each group member.

The screenshot shows the 'Payment' step of the Visa application process. The user is logged in as 'user1234@outlook.com'. The page displays a 'Summary of Charges' table with the following data:

Item	Amount
Number of Applicants	2
Fee Per Applicant	USD 140.0
Current Exchange Rate	1.85 GHS to 1 USD
Total Fee (2 x 140.0 x 1.85)	GHS 434.0

Below the table, there is a note: 'To confirm payment please enter the receipt number you received at the time of your transaction. Please note that there could be a 3 hour delay between the time of payment and the time that you can proceed to schedule your appointment. Please be patient and thanks for your cooperation.'

The user has entered the receipt number '1234567' for 'Joe Bologna' and 'Joseph Bologna'.

You will then see the following if there is an invalid receipt number entered.

The screenshot shows the same 'Payment' step, but with an error message displayed in a red box. The error message states: 'All service fees can be taken for the ordered request number. Please validate your request number is correct and you have paid the correct amount for the visa you are applying. (1234567)'. The 'Summary of Charges' table and the 'Total Fee' (GHS 434.0) are still visible. The user has entered the receipt number '1234567' for 'Joe Bologna' and 'Joseph Bologna'.

When the receipts are valid you will get the following

The screenshot shows the 'APPLY FOR A U.S. VISA in Ghana' website. The header includes the title and a red navigation bar with 'Home' and 'Logged in as: apcandb@hotmail.com'. A left sidebar contains links: 'Schedule Appointment' (highlighted in red), 'Schedule Group Appointment', 'Group Scheduling Request', 'Group Request History', 'Provide Feedback', 'Update Profile', and 'Logout'. The main content area features three monthly calendars for February 2012, March 2012, and April 2012. Below the calendars, there are input fields for 'Select' (with a checked checkbox), 'Time' (set to 10:00), and 'Date' (set to Friday February 24, 2012). At the bottom are 'Back' and 'Schedule Appointment' buttons.

After checking the “Select” box, clicking on “Schedule Appointment” will get:

The screenshot shows the 'APPOINTMENT CONFIRMATION' page. The header is identical to the previous screenshot. A green checkmark icon is displayed above the text 'Your appointment has been scheduled.' Below this is a section titled 'APPPOINTMENT CONFIRMATION' with an information icon and text: 'To email the confirmation page as a PDF attachment, please enter your email address in the text box below and click on the "Email Appointment Confirmation" link below. You may send the appointment confirmation to more than one email address.' An email input field contains 'apcandb@hotmail.com'. Below the input field are three buttons: 'Email Appointment Confirmation', 'Download Appointment Calendar', and 'Printable Version'. At the bottom, it shows 'Appointment Made By: Coffman, Steve' and 'Number of Applicants: 2'.

Appointment Made By:	Coffman, Steve	
Number of Applicants:	2	
GROUP APPLICANTS DETAIL		
Applicant Name:	Botegna, Joe	
Passport Number:	A234067	
DS-160 Confirmation Number:	AA12345678	
Applicant Name:	Botegna, Josephine	
Passport Number:	A234078	
DS-160 Confirmation Number:	AA23456789	
U.S. EMBASSY DETAILS		
U.S. Embassy:	ACCRA	
Address:	Consulate Section Inc, 15 Fifth Link Road, Cantonments, ACCRA	
APPOINTMENT DETAILS		
Visa Class:	B1	
Visa Category:	All Others	
Visa Priority:	Group	
Appointment Date:	Friday February 24, 2012	
DOCUMENT DELIVERY INFORMATION		
<p>! All returned documents will be sent to the address selected or entered below. If you select home or office delivery, someone must be present when the courier comes to deliver your passport. For timely delivery of documents, please ensure that all data is entered accurately.</p>		
MRV FEE PAYMENTS		
Botegna, Joe	Receipt Number: 2234067	\$140
Botegna, Josephine	Receipt Number: 2240678	\$140
Instructions <p>You are not allowed to enter the U.S. Embassy or Consulate General while carrying any of the following items: battery-powered or electronic devices such as mobile phones, digital devices, digital watches, pagers, cameras, media/video cameras, compact discs, MP3s, floppy disks, laptops, or portable music players; large shoulder bags/purses - only bags that can be carried by hand will be permitted; sealed envelopes or packages; cigarettes, cigars, switch guns, lighters; sharp objects such as scissors, pen knives or ball pens; weapons or explosive materials of any kind. This list is not exhaustive. Other items may be prohibited at the discretion of security staff. There is no fee for the U.S. Embassy/Consulate General to store prohibited items. You must make arrangements to store these items before you enter the Embassy/Consulate General. Due to security considerations, there is no information corridor for visitors entering the Embassy or the Consulate General. Only visa applicants with scheduled interviews will be admitted into the Embassy/Consulate General.</p>		
<p>123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100</p>		

You can then email the confirmation page, download the appointment Calendar, or access a Printable Version, by clicking on the respective buttons on this screen.